



Setting Up & Using Zotero

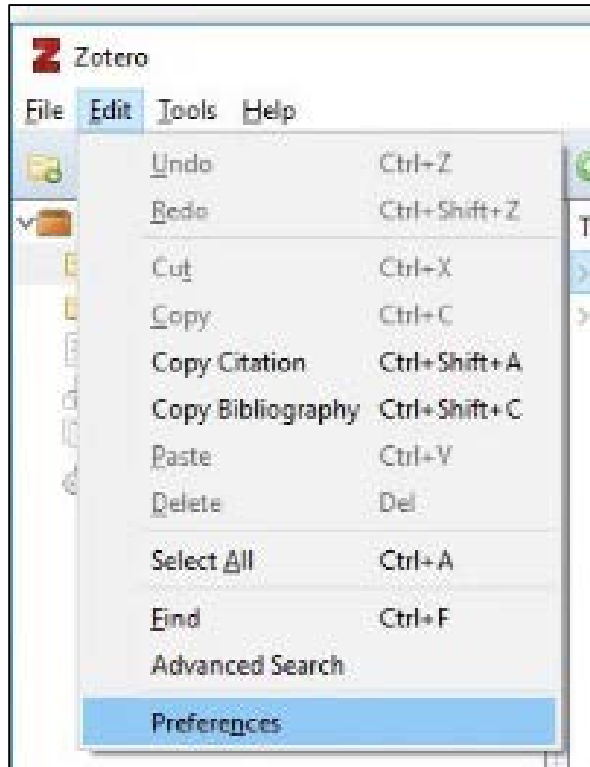
A Guide for Hartford Seminary Students

zotero

Install the Software & Browser Connector

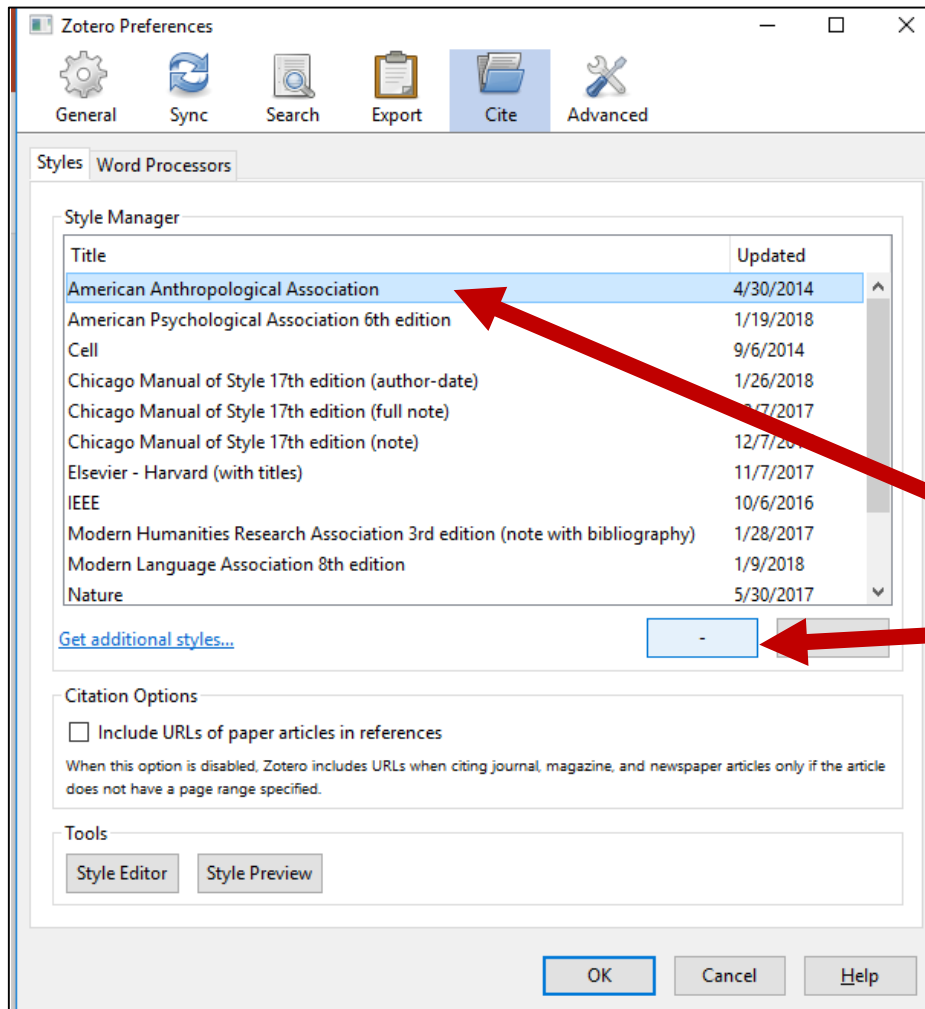
- Download & install the free Zotero software from: <https://www.zotero.org/download/>
- Install the Zotero connector for the browser of your choice from:
<https://www.zotero.org/download/>

Configure Zotero for Turabian Citation Style



- Open the Zotero program on your computer.
- From the ***Edit*** menu, choose ***Preferences***.

Configure Zotero for Turabian Citation Style

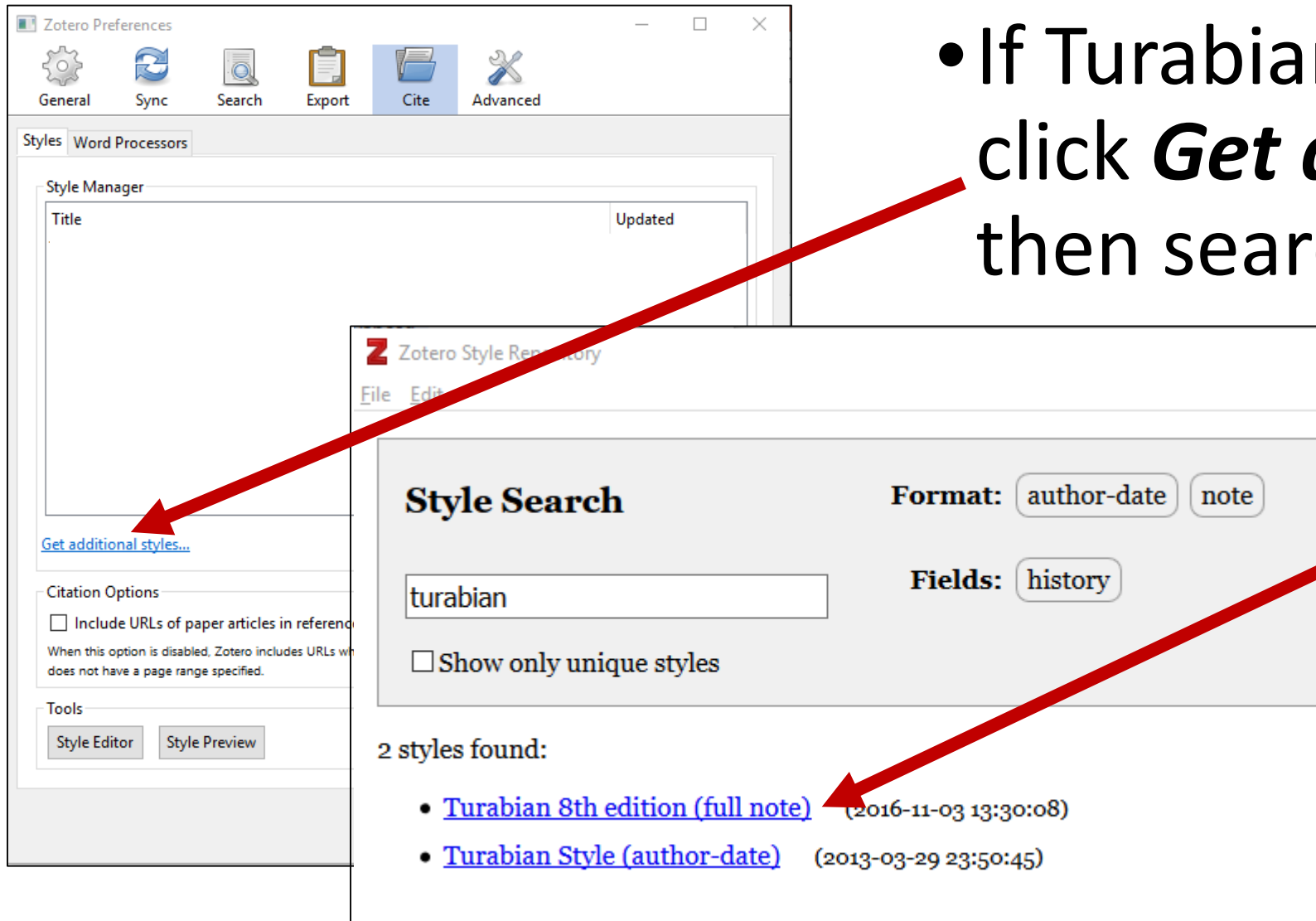


- First, get rid of the citation styles you won't use.
- Highlight each style, then click the – button to remove it.

Configure Zotero for Turabian Citation Style

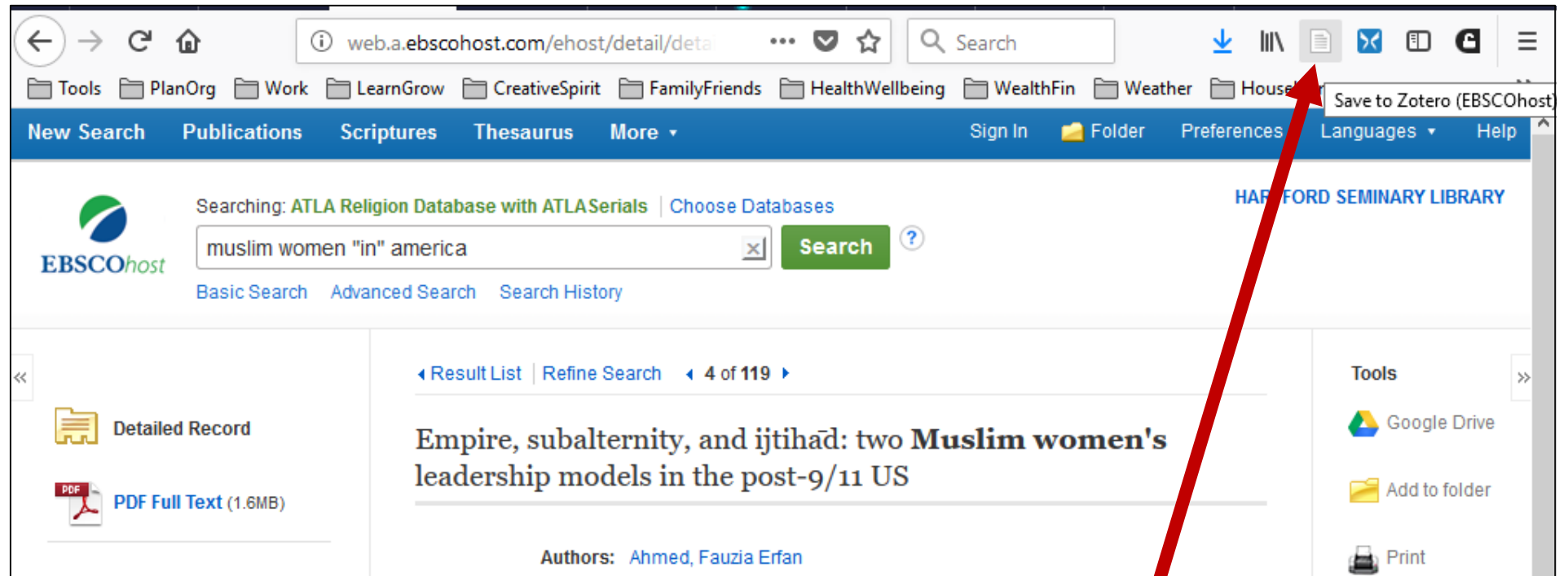
- If Turabian style is not listed, click ***Get additional styles***, then search for Turabian.

- Click on the blue link to install the style.



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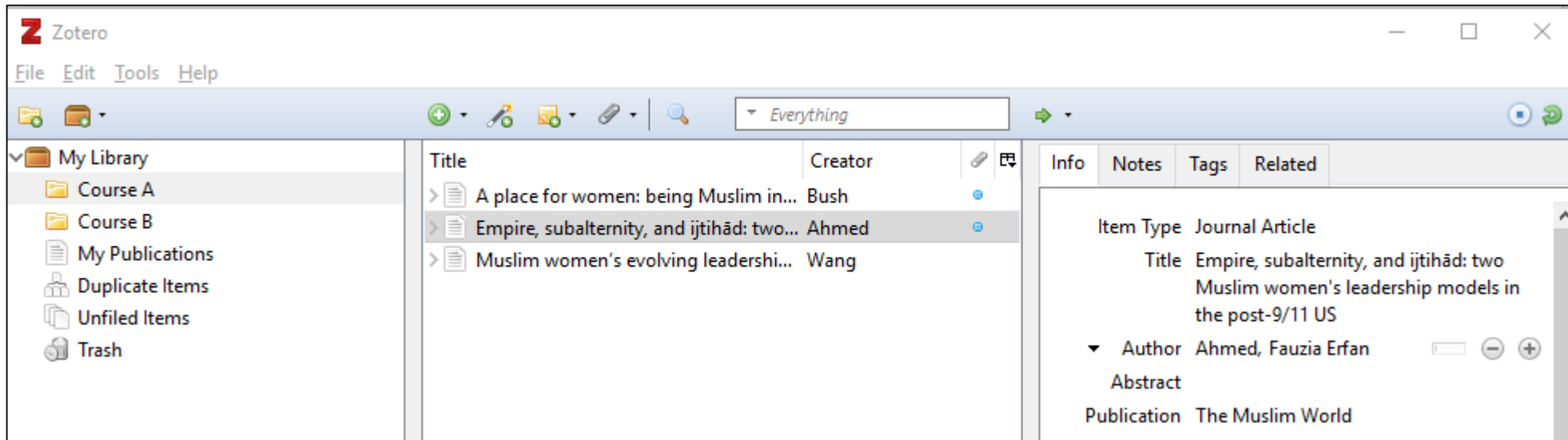
Save Resources in Zotero from Databases



- When you find a resource that you want to save, click the ***Save to Zotero*** button in your browser.
- Full-text articles will download automatically.

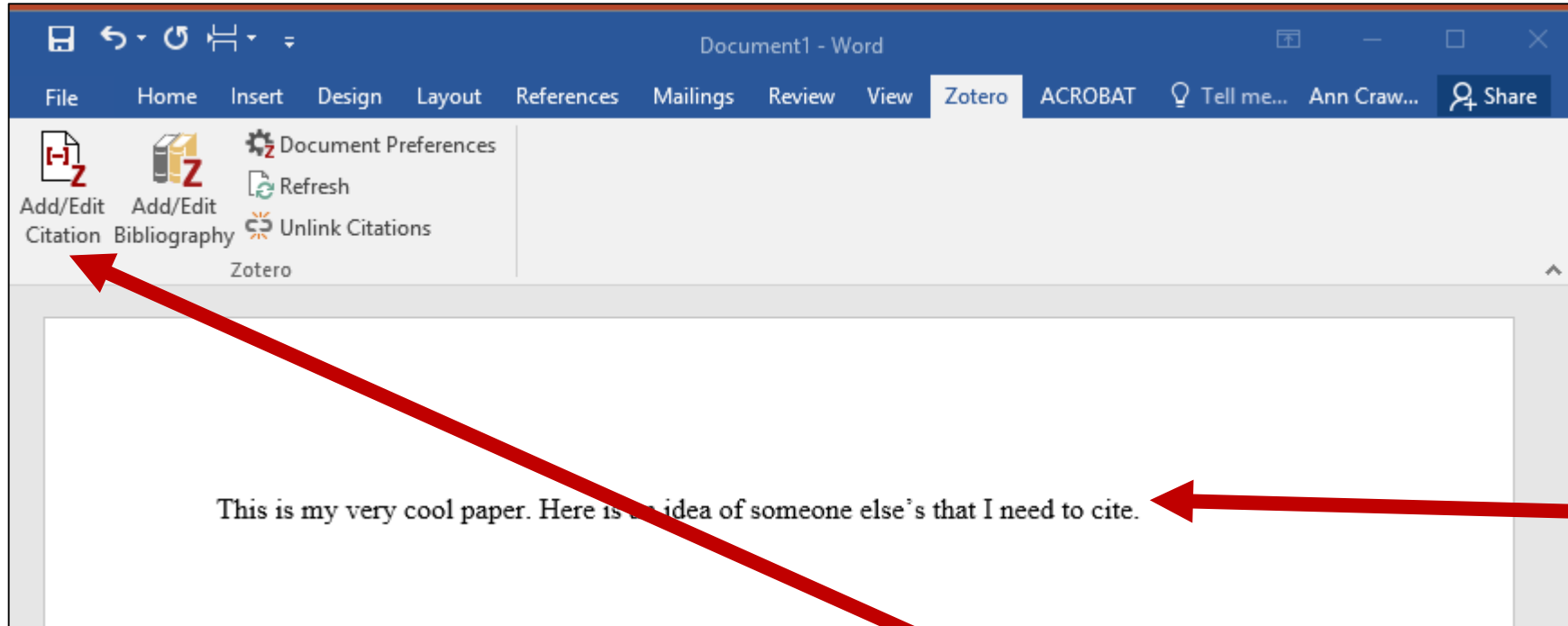
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Save Resources in Zotero



- Open the Zotero program to see your collection of resources.
- Double-click on the title to open the full-text.

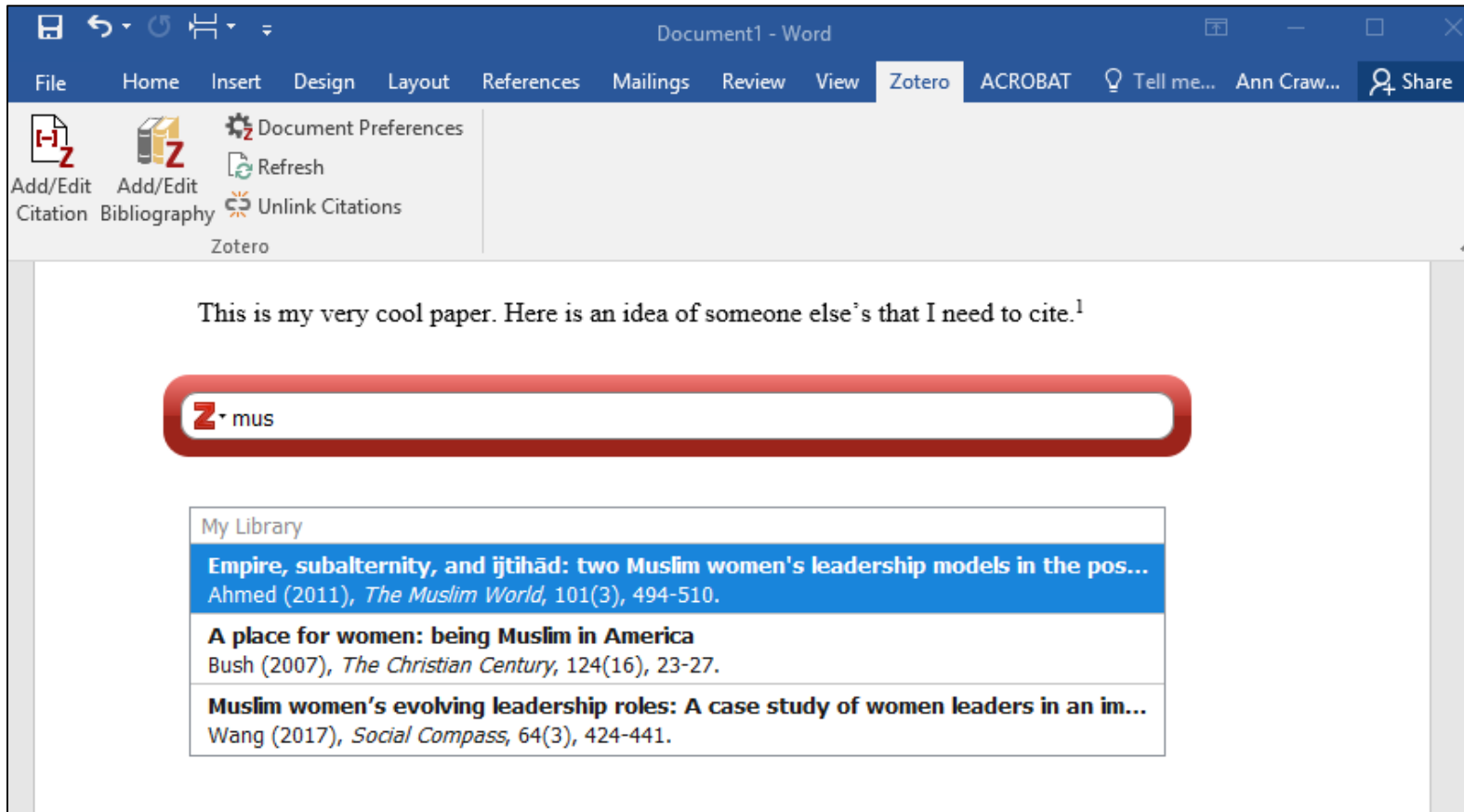
Insert a Citation in Word Using Zotero



- Put the cursor where you want the citation

- From the **Zotero** menu, choose **Add/Edit Citation**.
- Choose Turabian style. Zotero will remember your choice.

Insert a Citation in Word Using Zotero



- Type a few letters of the title of the resource you are citing in the red pop-up bar.

- Select the resource you want to cite.



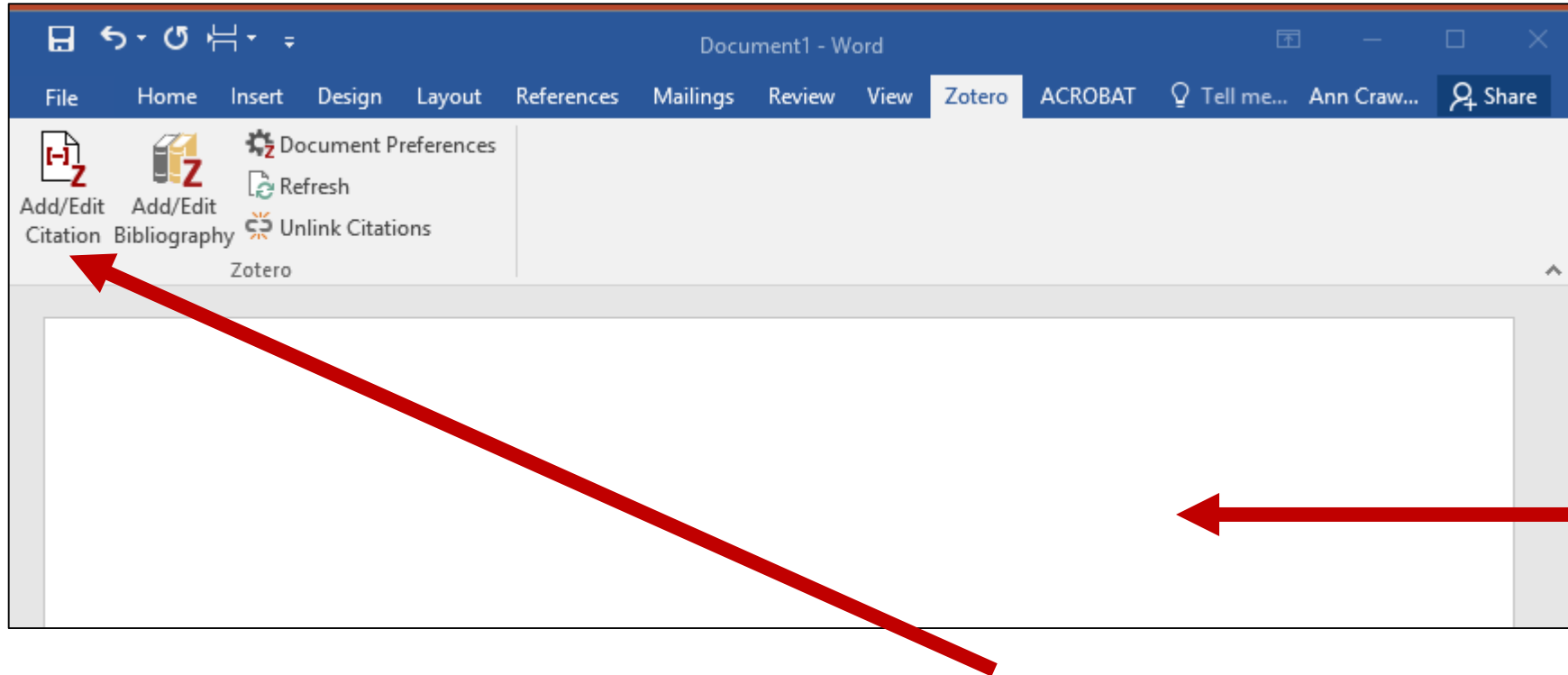
Insert a Citation in Word Using Zotero

This is my very cool paper. Here is an idea of someone else's that I need to cite.¹

- Hit ***Enter*** on your keyboard and a properly formatted footnote will be created.
- Add the specific page numbers for the idea you are citing.

¹ Fauzia Erfan Ahmed, "Empire, Subalternity, and Jihad: Two Muslim Women's Leadership Models in the Post-9/11 US," *The Muslim World* 101, no. 3 (July 2011): 494–510.

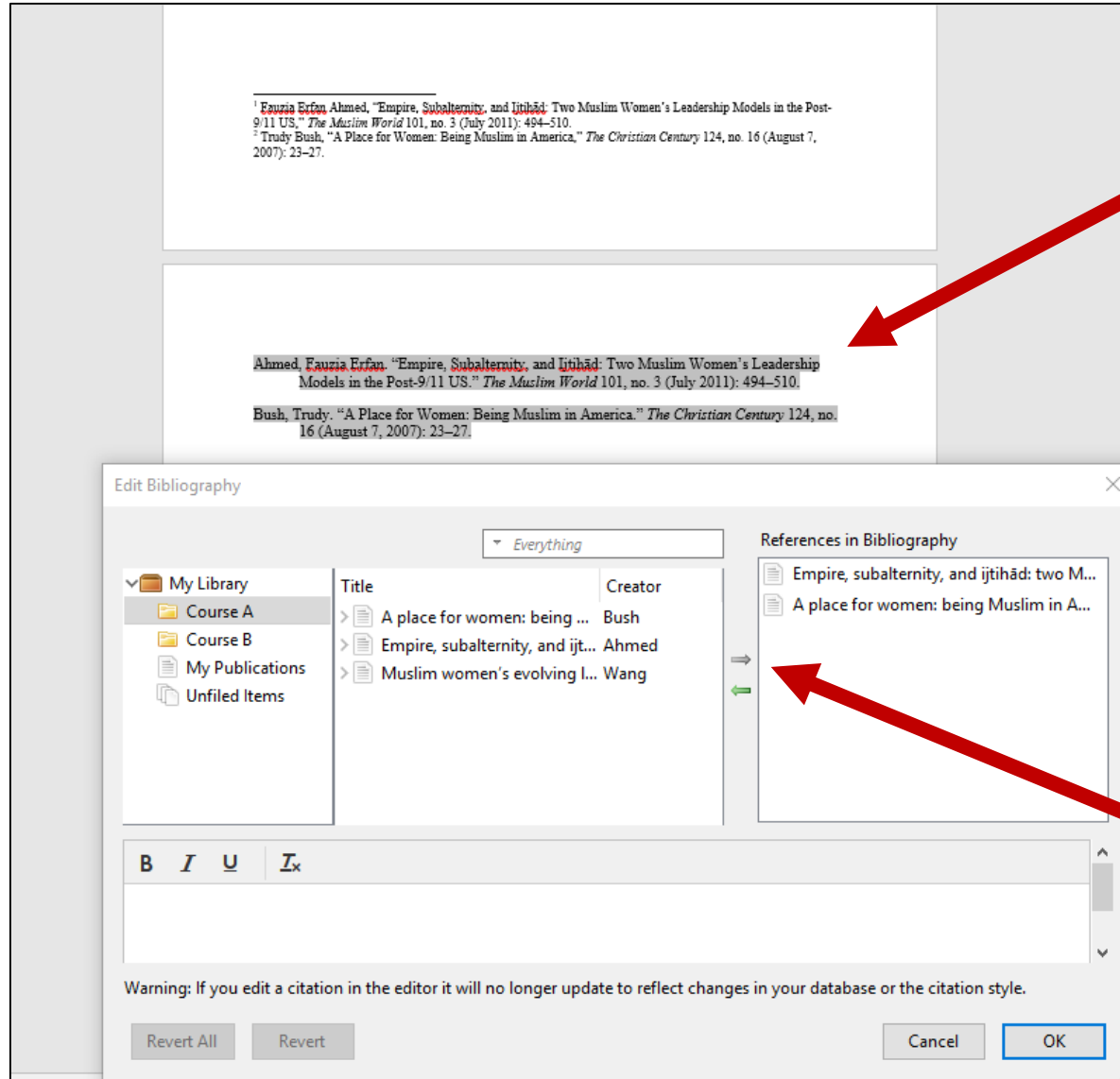
Insert a Bibliography in Word Using Zotero



- Put the cursor where you want the bibliography to be.

- From the **Zotero** menu, choose **Add/Edit Bibliography**.

Insert a Bibliography in Word Using Zotero



- Every resource that you have cited will be automatically listed.
- You can add others by choosing Add/Edit Bibliography, highlighting them, and using the arrow to add them to the References.